

Intern and Volunteer Application Process

Step 1

- Complete an IDHS Intern/Volunteer Application, including references, and return it to:
IDHS Intern/Volunteer Coordinator at jalee@dhs.in.gov or,
Indiana Department of Homeland Security
Attn: Intern/Volunteer Coordinator
302 W. Washington Street, E208
Indianapolis, IN 46204
- The IDHS Intern/Volunteer Coordinator will contact the intern/volunteer to discuss details.

Step 2

- Conduct an interview with IDHS Intern/Volunteer Coordinator.

Step 3

- Submit a Limited Criminal History from the Indiana State Police: via fax (317) 232-3895, email to awillis@spd.in.gov, or via mail to:
Indiana Department of Homeland Security
Attn: Human Resources
302 W. Washington Street, E208
Indianapolis, IN 46204

The link to request a Limited Criminal History Report is <http://www.in.gov/ai/appfiles/isplch/>.

- Pass additional background checks including the Sex Offender Registry and Bureau of Motor Vehicles completed by IDHS Human Resources.

Step 4

If accepted:

- Conduct acceptance interview with IDHS Human Resource representative
- Complete an IDHS Orientation
- Internship or volunteer work would begin.

Volunteer Recognition Service

Volunteers are important to IDHS! We appreciate all of the work and dedication to the citizens of Indiana. To show our appreciation, we honor those volunteers who offer their services at 1 year, 5 years, 10 years, etc. If you are interested in becoming an IDHS Volunteer, please refer to the Intern and Volunteer Application Process above.